



## Controller *John Chiang*

### California State Controller's Office

*Applications will be screened and only the most qualified will be interviewed. Please call 916-323-3055 to request reasonable accommodations.  
Voice/CRS Relay (711)*

**Position:**

Accounting Technician (Cash Management & Fiscal Control Section)

**Position #:**

051-420-1741-002

**Salary Range:**

\$2,638 - \$3,209

**Issue Date:**

4/1/2009

**Contact:**

Candace Martin, (916) 324-1867

**Location:**

Accounting & Reporting  
3301 C Street  
Sacramento, CA 95816

**Final Filing Date:**

April 14, 2009

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/Surplus candidates will be given priority.

**All hires will be subject to a background check.**

**For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Submit a Std.678 State Application and Resume to:

State Controller's Office  
Division of Accounting & Reporting  
ATTN: Candace Martin  
3301 C Street, Suite 500  
Sacramento, CA 95816

**Please include "051-420-1741-002 CMFC" in box 12 on your application and indicate the basis of your eligibility.**

If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further. The Office of the State Controller (SCO) is the destination employer within the State of California.

**Scope of the Position:**

Under close supervision of an Accounting Administrator I (Supervisor), the incumbent performs semiprofessional accounting work necessary to assist in maintaining control records of the State's Central Control Accounting System. Specific duties include but will not be limited to the following:

**Duties and Responsibilities:** (Candidates must perform the following functions with or without reasonable accommodations)

- Review and reconcile remittances received from the Treasurer's office with the Treasurer's total, prior to sending batches to key data entry.
- Receive, reconcile, and total documents faxed from agencies moving cash from their checking account to a fund in the State Treasury. Batch and prepare memos to the State Treasurer's Office advising of agencies moving cash from their checking accounts to a fund in the State Treasury.
- Enter data into electronic spreadsheets for tracking and record keeping purposes.
- Research and respond to various agencies inquiries about their transaction documents.
- Prepare and batch accounting documents for key data entry by date and transaction code.
- Balance debits and credits on certain transactions, contact analysts to resolve discrepancies; send documents to Key Entry Unit for processing.
- Review accounting documents for accuracy, completeness, and conformity to key data rules, accounting procedures, and FISCAL system requirements. As needed, contact analyst to issue correcting document or call agency for clarification.
- Scan journal entry and supporting documents creating an archive database for multi-user accessibility from the PC network. Organize and maintain the original documents by filing all documents and related documents received.
- Deliver checks, correspondence, and remittances advice to the State Treasurer's Office, or other SCO divisions, or other staff in the division via green courier bag.

**Desirable Qualifications:**

**Applications without this information may be rejected.**

- Self-motivated, dependable, and positive attitude
- Ability to multi-task
- Excellent communication skills
- Familiarity with Microsoft Word, Excel, Access, and Outlook
- Initiative, tact, and diplomacy

**The successful candidate will meet the education requirements for this classification.**

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*The State Controller's Office is committed to provide equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, sexual orientation, or veteran status.*

*Rev. 04/08*